

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide [3] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 4:00pm on Wednesday **December 22, 2004**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is

assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 - \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Scope of Services for
Bituminous Plant Inspection and Testing Services

- I. Primary Prequalification Classification:** Bituminous Plant Inspection and Testing Services **or** Bituminous Inspection and Testing.
- II. Secondary Prequalification Classification:** N.A.
The anticipated start date is February 1, 2005.
The anticipated completion date is January 30, 2006.
DBE Requirements: 0%
- III. Definitions**
- A. Department.**
The Michigan Department of Transportation (MDOT).
- B. Grand Region Area.**
Including but not limited to the Grand Region. The following counties are in the Grand Region: Ionia, Kent Mecosta, Montcalm, Muskegon, Newaygo, Oceana and Ottawa. The Grand Region area may also include surrounding counties influenced by Grand Region Hot Mix Asphalt (HMA) activities.
- C. Project Engineer Manager**
MDOT Soils and Materials Engineer
David Phillips
1420 Front Street NW
Grand Rapids MI 49504
Phone (616) 451-3091
- D. MDOT Project Engineer**
Person responsible for the Construction of a specific MDOT project.
- E. TMI.**
Regional Traveling Mix Inspector (TMI)
- F. Project Documents.**
- Construction plans and proposals.
 - 2003 version of Standard Specifications for Construction or earlier versions if applicable.
 - Michigan Construction Manual.
 - Department's Material Sampling Guide.
 - Michigan Test Methods.
 - Department's Bituminous Procedures Manual dated September 19, 1999.
 - Any and all other references, guidelines, or procedure manuals needed to carry out the work described herein in an appropriate manner.
- G. HMA**

IV. Scope of Work.

Provide inspection services to perform complete HMA plant inspection, sampling and testing services, as required and requested by the Project Manager. This work includes performing, to the satisfaction of the Department, HMA plant inspection, HMA mixture sampling, testing and office work necessary for the Department to complete the HMA Quality Assurance testing, SUPERPAVE testing and method testing requirements, other HMA testing, as directed, and all necessary paperwork to complete the HMA portion of the projects in accordance with the specifications and the project documents.

V. Consultant Qualifications.

- A. The consultant is to supply the Department with inspection service personnel having successfully completed the Michigan HMA QC/QA Technician Qualification Program. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department relating to HMA Quality Assurance testing, SUPERPAVE testing, method testing and use of equipment.
- B. The Consultant is to provide a list of candidates to the Department. The Consultant's list will name the primary and secondary inspection personnel. The Consultant shall notify the Project Manager in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.
- C. The Consultant shall be proficient in working with metric and English units.
- D. The Consultant shall provide their own transportation to perform these services.
- E. The Consultant shall have communication capabilities. Cell phone and pager will be considered as the minimum requirement. The consultant will be responsible for all related costs.

VI. General Description of Work.

- A. The Consultant will be directly responsible to the Project Manager.
- B. The Consultant shall have principal contact with and work under the direction of the Project Manager.
- C. The Consultant shall provide, to the satisfaction of the Department, HMA plant inspection, sampling and testing services required to complete the Department's compliance for HMA Quality Assurance testing, SUPERPAVE testing, method and Percent Within Limits (PWL) testing on Grand Region

construction activities. Perform all reporting, measurement, computation, and documentation required by the project documents and as directed by the Project Manager.

- D.** The Consultant will perform all work under this Agreement in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for HMA plant inspection, sampling and testing will be as prescribed by the project documents. No variation will be permitted except on written order of the Department.
- E.** The Consultant will immediately bring to the attention of the MDOT Project Engineer, TMI and Contractor, any failure by the Contractor to comply with a plan, proposal or specification requirement, any problem, trends toward borderline compliance or any occurrence which may require resolution.
- F.** The Consultant will accurately report, measure, compute and document all items of work related to HMA plant inspection, sampling and testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, procedure manuals, and practices prescribed by the Department. The Consultant will have the capability of computer usage to e-mail test reports to the various parties need the information.
- G.** The Consultant shall deliver all completed inspection and testing reports and materials certifications daily, to the MDOT Project Engineer and be responsible for sending reports to MDOT Testing Laboratory Section, Secondary Governmental Complex, P.O. Box 30049 Lansing MI 48909 as well as bagging, tagging and preparing daily samples for pickup by Department personnel.
- H.** The Consultant is responsible for maintaining and cleaning all equipment and coordinating with the Contractor and Department to insure that the equipment is in place and available.
- I.** The Consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- J.** The Consultant shall attend all project related meetings, when directed by the Project Manager.
- K.** Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.
- L.** The Consultant technician will provide the Project Manager a weekly summary by fax, itemized by job numbers, of time and mileage charged to the various MDOT projects on which the Consultant works.
- M.** The Consultant shall provide the laboratory space and all other equipment/supplies needed to adequately perform the testing not shown as provided by the Department in Section C below.

VII. Services and Equipment to be Provided by the Department.

- A.** The Department will provide 24 hour notification of usage of Consultant.
- B.** The Department shall furnish to the Consultant all project specific construction proposals, plans, plan revisions, written instructions, report forms, HMA kits, extractors and other equipment, information and/or data as deemed necessary by the Project Manager for the services required herein.
- C.** The Department will provide one gyratory compactor with three molds and calibrating accessories, one heated splitting table and one ignition furnace with accessory equipment.

VIII. Duration of Contract

Contract shall be effective from February 1, 2005 through January 30, 2006.

IX. Consultant Payment

- A.** All invoices/bills for services must be directed to the Department and follow the “then current” guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of Highways” is available on MDOT’s Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed
- B.** Payment to the consultant for services rendered shall not exceed the “cost Plus Fixed Fee Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract amount with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C.** Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted with the invoice/bill for all billable expenses on the project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this project. Hours spent in administration, clerical or accounting roles for billing and support are not considered allowable hours; there will be no reimbursement for these hours.
- D.** Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations of this rule should be included in the price proposal. The fixed fee allowed for this project is 11%. One and possibly two qualified inspectors will be required on an as-needed basis during the construction season. “As-needed” is dictated by the various contractors’ HMA paving schedules on various projects. Partial day, night and weekend work is possible.